United Nations ST/AI/2000/5

Secretariat

15 May 2000

Administrative instruction

Repatriation grant*

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1 of 28 May 1997, and for the purpose of implementing annex IV to the Staff Regulations and staff rules 109.5 and 209.6, hereby promulgates the following:

Section 1
General provision

Repatriation grant shall be paid to former staff members having served before separation under the 100 or 200 series of the Staff Rules under terms and conditions set out in annex IV to the Staff Regulations, staff rules 109.5 or 209.6, and in the present instruction.

Section 2
Eligibility

2.1 Pursuant to annex IV to the Staff Regulations and staff rules 109.5 and 209.6, former staff members who were internationally recruited shall be eligible for payment of the repatriation grant when the following conditions are met at the time of separation of the staff member:

(a) The Organization has the obligation to repatriate the staff member after one year or longer of qualifying service, as defined in section 3 of the present instruction;

(b) The staff member resides outside his or her home country and country of nationality, as defined by staff rules 109.5 and 209.6, while serving at the last duty station;

(c) The staff member has not been summarily dismissed or separated from service for abandonment of post.

2.2 No repatriation grant shall be paid to:

(a) A staff member locally recruited under staff rule 104.6;

(b) A staff member who has permanent residence status in the country of the duty station at the time of separation.

Section 3
Qualifying service

3.1 Pursuant to staff rules 109.5 (b) (v) and 209.6 (b) (v), qualifying service for purposes of the repatriation grant upon separation from service means one year or more of continuing service and residence away from the home country and the country of nationality of a staff member, or from a country where the staff member has acquired permanent resident status.

3.2 Qualifying service shall be considered to remain continuous during periods of special leave. However, service credits for purposes of computation of the grant shall not accrue during periods of special leave with partial pay or without pay of one full month or longer.

3.3 When qualifying service outside the home country and the country of nationality or country of permanent residence has been interrupted by service within one of those countries, qualifying service credits

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towards the repatriation grant shall be counted as follows:

(a) Qualifying service credits towards the repatriation grant shall be reduced by twice the number of completed years and months of non-qualifying service within the home country, or the country of nationality, or country of permanent residence;

(b) After reassignment to a duty station outside the home country and the country of nationality, or country of permanent residence, qualifying service credits towards the repatriation grant shall be restored at twice the normal rate until such time as the service credits reduced by virtue of paragraph (a) above have been restored. Thereafter, qualifying service credits shall accrue at the normal rate until the maximum of 12 years is reached, pursuant to annex IV to the Staff Regulations.

3.4 Qualifying service credits for staff members who have been exceptionally authorized to acquire or maintain permanent resident status in the country of their duty station and subsequently change that status shall begin to accrue from the time such change was made, provided that all other requirements are satisfied.

Section 4
Evidence of relocation

4.1 Pursuant to staff rules 109.5 (e) and 209.6 (e), payment of the repatriation grant after separation from service of an eligible staff member shall require prior submission of documentary evidence satisfactory to the Secretary-General that the former staff member has relocated away from the country of the last duty station.

4.2 However, repatriation grant with respect to qualifying service rendered before 1 July 1979 shall be paid to former staff members who meet the conditions of eligibility set out in staff rules 109.5 (c) and 209.6 (c), without evidence of relocation away from the country of the last duty station.

4.3 The requirement of section 4.1 above shall normally be satisfied by submission of a sworn statement made by the former staff member before a Notary Public, Commissioner of Oaths or similar official in the country of relocation to the effect that the former staff member has relocated to a country other than that of the last duty station, and that the relocation is not temporary in nature. The statement shall also include the date and place of relocation, and the address and telephone number of the former staff member in the country of relocation. The statement must be submitted as an original document.

Section 5
Amount and computation of the grant

5.1 After the minimum period of qualifying service of one year has been completed, the repatriation grant shall be calculated at the rates specified in annex IV to the Staff Regulations and on the basis of the number of completed years and months of continuous qualifying service counted in accordance with section 2 of the present instruction.

5.2 Payment of the repatriation grant shall be calculated as follows:

(a) For staff in the Professional and higher categories, and for project personnel, on the basis of the staff member's gross salary at the time of separation, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i);

(b) For staff in the Field Service category, on the basis of the staff member's gross salary at the time of separation, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any;

(c) For staff in the General Service and related categories, on the basis of the staff member's gross salary, including language allowance, if any, and non-resident's allowance in respect of staff entitled to payment of such allowance under staff rule 103.5 (d), less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

5.3 Where both husband and wife are staff members and each is entitled, on separation, to payment of a repatriation grant, and taking into account staff rules 104.10 (d) and 204.7, payment shall be made to each, at single rates, according to their respective entitlements. Where dependent children are recognized, the first parent to be separated may claim payment at the dependency rate applicable to a staff member with a spouse or dependent child. In this event, the second parent may, on separation, claim payment at the single rate for the whole period of qualifying service. Alternatively, if eligible, the second parent may claim

payment at the dependency rate applicable for the whole period of qualifying service, from which shall be deducted the difference between the dependency rate and the single rate of the repatriation grant paid to the first parent.

5.4 The amount of the grant shall be adjusted in accordance with the provisions of staff rule 104.3 (a) for staff members appointed by the United Nations within twelve months of separation from any other organization of the United Nations common system.

Section 6
Payment in case of death of eligible staff member

6.1 Payment of the grant to a surviving spouse or one or more dependent children under staff rules 109.5 (i) and 209.6 (i) shall be subject to evidence satisfactory to the Secretary-General of the survivors' relocation from the country of last duty station of the deceased staff member.

6.2 However, payment of the grant with respect to qualifying service rendered before 1 July 1979 shall be paid without evidence of relocation of the survivors away from the country of the last duty station.

6.3 The requirement of section 6.1 above shall normally be satisfied by submission of a sworn statement by the surviving spouse or, where appropriate, the legal representative of the dependent child or children, to the effect that they have relocated to a country other than that of the last duty station, and that the relocation is not temporary in nature. The statement shall also include the date and place of relocation, and the address and telephone number of the survivors in the country of relocation. The statement must be submitted as an original document.

6.4 If there is one such survivor, payment shall be made at the single rate; if there are two or more such survivors, payment shall be made at the rate applicable to a staff member with a spouse or dependent child.

Section 7
Time limitation for submission of claims

7.1 Pursuant to staff rules 109.5 (h) and 209.6 (h), entitlement to repatriation grant shall cease if no claim, with evidence of relocation as defined by sections 4.3 or 6.3 above, has been submitted within two years after the effective date of separation.

7.2 However, when both husband and wife are employed by the Organization and the spouse who separates first is entitled to repatriation grant, the claim for payment of the grant by that spouse shall be considered receivable if made within two years of the date of separation of the other spouse.

7.3 Repatriation grant paid under sections 4.2 and 6.2 above in respect of qualifying service rendered before 1 July 1979 shall not require submission of a claim to that effect.

Section 8
Final provisions

8.1 The present administrative instruction shall enter into force on 1 June 2000.

8.2 Administrative instructions ST/AI/262, ST/AI/269 and ST/AI/300 are hereby abolished.

(Signed) Joseph E. **Connor**
Under-Secretary-General for Management